

To get started in WAWF, please follow the steps below:

Step 1: Have your Electronic Business Point of Contact (EB POC) call the WAWF Help Desk (Ogden) to have the company's CAGE code activated. WAWF Help Desk: 866-618-5988 & choose Option 2. If preferred, your EB POC can email CSCASSIG@CSD.DISA.MIL to request the CAGE code activation instead of calling.

***Note:** Don't know your EB POC? Go to the following URL, enter your CAGE code, and click 'SEARCH'. At the bottom of the results page, it will list a primary and alternate Electronic Business POC.

<https://www.bpn.gov/ccrsearch/search.aspx>

Step 2: Once your CAGE code has been activated, go to <https://wawf.eb.mil/> and scroll to the bottom of the page. Select the blue hyperlink that says: Self-Register to use WAWF (New users.) Fill in the information that is required. Required information has an asterisk. (*)

***Note:** When prompted for User ID, this can be anything you choose as long as it is at least 8 characters. User ID's and Passwords are case sensitive. When prompted for ROLE, choose VENDOR from the drop down list. You do NOT need to fill in Comments or attach anything. Click Continue and verify all information you entered is correct, check the box that says STATEMENT OF ACCOUNTABILITY, and click REGISTER NOW.

STEP 3: You will receive a one-time password in your email when your user ID is activated. ***If you do not receive your onetime password within 24 hours, please call 866-618-5988 and choose Option 2.**

All quick reference guides with step-by-step invoicing instructions can be found at the following DTRA WAWF Vendor website:

<http://www.dtra.mil/Business/DoingBusiness/WAWF.aspx>

DTRA WAWF Assistance

wawfhelp@dtra.mil

703-767-6840

WAWF PRODUCTION SITE

<https://wawf.eb.mil>